**Course of Study**

**Standard 4 – Understand Business Operations Management**

**4.01 Adhere to health and safety regulations to support a safe work environment.**

Vocabulary: health, safety, occupational health, hazard, outcome, risk, accident, compliance

**Informational Text: Workplace Hazard Groups, Workplace Safety Laws, Special Regulations for Minors [Word document]**

**4.01A Health and safety regulations in business**

*Importance of OSHA* Activity

*Workplace Hazards* Activity

**4.01B Report noncompliance with business health and safety regulations**

*Case Study Rights and Responsibilities* Activity

*Workplace Safety – The Triangle Shirtwaist Factory Fire* Activity

**4.01C Special Regulations for Minors**

 *OSHA Puzzle – Restaurant Safety* Activity

**4.02 Implement purchasing activities to obtain business supplies, equipment, and services.**

Vocabulary: purchasing, purchasing process, purchasing specialist/buyer, wholesaler, retailer, buying for resale, buying for transformation, buying for business use, make-or-buy decision

**Informational Text: OP015, “Buy Right”**

**4.02A Explain the nature and scope of purchasing**

*What to Purchase?* Activity

*Which Type of Purchasing?* Activity

**4.02B Place orders/reorders.**

*Calculate a Reorder Point* Activity

**4.03 Understand production’s role and function in business to recognize its need in an organization.**

 Vocabulary: factors of production [human resources, natural resource, capital resources/capital goods, entrepreneurship], financial capital, conversion process, labor-intensive, capital-intensive, inputs, outputs, tangible, intangible, industrial goods, consumer goods, form utility, production planning, purchasing, production process, unit production, batch production, mass production, routing, scheduling, dispatching, quality control

 **Informational text: OP017 “Can You Make It?”**

**4.03A Explain the concept of production**

*Factors of Production* Activity

*What Do You Produce?* Activity

**4.03B Identify production activities**

*How Times Have Changed* Activity